



Policy: 1050
Procedure: 1050.05
Chapter: Quality Assurance
Rule: Investigations Review Committee

Effective: 11/21/06
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Director ensures appropriate oversight of investigative functions by establishing a committee that randomly reviews investigations.

Rules:

1. The **QA ADMINISTRATOR** shall chair the Investigations Review Committee (IRC) which consists of :
 - a. Assistant Director of the Legal Systems Division;
 - b. Quality Assurance (QA) Administrator; and
 - c. An additional member with law enforcement background.
2. **QA ADMINISTRATOR** shall randomly select completed investigations for review, one per month or three quarterly.
3. The **IRC** shall meet at regular intervals and review completed investigations and the processes related to assignment of investigations quarterly.
4. **QA ADMINISTRATOR** shall ensure investigations are reviewed for:
 - a. Technical completeness of report (Is it easy to read, complete, clear, and concise?);
 - b. Investigative purpose maintained throughout investigation (original purpose of investigation maintained throughout);
 - c. Support of findings with information provided in the report.
5. **QA ADMINISTRATOR** shall:
 - a. Forward questions or clarifications related to reviewed investigations to the Chief Administrator of Inspections and Investigations Division.
 - b. Schedule a formal meeting to respond to questions and minutes documented.
6. **QA ADMINISTRATOR** shall:
 - a. Review and summarize the information from the Investigations Review Committee and from clarification meetings; and
 - b. Submit a report to the Director, Deputy Director, and the Chief Administrator of Inspections and Investigations Division with the findings.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
11/21/2006	John Dempsey		